



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
 Washington, D.C. 20230

APR 10 2002

MEMORANDUM FOR Property Management Officers  
(List Attached)

FROM: Denise Wells *Dr Wells*  
Acting Director for Administrative  
Services

SUBJECT: Revised Personal Property Policy

The modification to the Personal Property Management Manual (PPMM) listed below is effective upon receipt. Please ensure that all Personal Property Accountability Officers and Personal Property Custodians in your bureau receive this announcement.

Please make the following modification in ink to your copy of the manual:

In Section 4.801, Reconciliation of Property Records, the first sentence of the paragraph should read: “Property accountability records shall be reconciled at least quarterly with the financial control accounts in accordance with procedures established by servicing financial accounting activities.”

Thank you for your cooperation. Please address any questions regarding this modification to Nancy E. Walters, Chief, Personal Property Division at (202) 482-0890 or **Nwalters@DOC.GOV**.

Attachment